

# **HOLLYWOOD MEDIA DISTRICT BID MEETING OF EXECUTIVE COMMITTEE**

Musicians Union  
Thursday, February 11, 2016 – 9:30am

## **MEETING MINUTES**

**Attending:** C. Cassella, L. Goldman, J. Luster, L. Schechter, J. Singer

**Absent:** W. Anabel, M. Malick

**Guests:** R. Groeper, S. Loverro, J. Omahen

- I. Call to order  
*President L. Goldman called the meeting to order at 9:35am.*
- II. Introductions and Public Comments  
*None*
- III. Scheduling monthly meetings of Executive Committee
  - (i) *The Committee decided to hold regularly scheduled monthly meetings, and those would be on the second Thursday of the month starting at 9:30am. The preferred location for these meetings would be at the Musicians Union, and staff was instructed to follow up with this and confirm. Tentatively the next Executive Committee meeting was scheduled for Thursday, Mar. 10<sup>th</sup>.*
  - (ii) *Discussion involved defining other and all committees and addressing issues and matters concerning them. The Committee's resolve is to set the agendas for the monthly full Board of Directors meetings.*
- V. Adjournment was at 10:40am

# **HOLLYWOOD MEDIA DISTRICT BID MEETING OF EXECUTIVE COMMITTEE**

Musicians Union – Hollywood, CA  
Thursday, March 10, 2016 – 9am

## **MEETING MINUTES**

**Attending:** W. Anabel, C. Cassella, L. Goldman, J. Luster, L. Schechter, J. Singer

**Absent:** M. Malick (called in)

**Guests:** R. Groeper, J. Omahen

I. Call to order

*President L. Goldman called the meeting to order at 9:03am.*

II. Introductions and Public Comments

*None*

III. HMD Committee Meetings Schedules

*The Executive Committee currently has a few committees that have not decided upon a regular meeting date/time, and when the master schedule is finalized it will released to the entire Board.*

*(1) At the next Board meeting the Finance Committee will give an update regarding State monies owed to the BID, and will advise the Board that the decision to raise assessments for 2017 needs to be made no later than May 1<sup>st</sup>.*

*(2) L. Goldman said the old HMD Bylaws have been converted to a editable document and recommends a complete rewrite. W. Anabel will hold an Ad-Hoc Bylaws Committee meeting on April 14<sup>th</sup>, following the next regularly scheduled Executive Committee meeting.*

*(3) The Website Committee will be meeting after the Executive Committee meeting. L. Schechter said she has prepared a preliminary draft of an RFP.*

*(4) L. Schechter said the PLUM Committee meeting was held and there were two presentations: one given by the Onni Group regarding the 6901 Santa Monica Blvd. project, and the other given by a representative opposing the Neighborhood Integrity Initiative. L. Goldman mentioned that a parking and traffic study may be helpful for the BID to evaluate future proposed projects in the BID.*

- (5) The Clean Committee has not yet set a date to meet.*
- (6) The Safe Committee has not yet set a date to meet.*

IV. Board Retreat

*L. Goldman proposed a Board retreat over a weekend and said this can be discussed at the next Board meeting. Goldman said she did not know if the retreat could be held outside of the City of LA, but this will be checked.*

V. March Board Report, Agenda Items

*(1) L. Schechter mentioned that the City Clerks Office requires that BIDs notify them no later than June 1<sup>st</sup> as to whether or not the BID will be increasing property assessments for next year.*

*(2) It was mentioned that the LAPD Hollywood Division has a new Captain, Cory Palka, and he should be asked to attend the next BID Board of Directors meeting.*

VI. New Business

*(1) L. Goldman mentioned that a Specific Plan for the BID could be helpful for future planning.*

*(2) L. Schechter told the Committee that Jeff Briggs is reviewing some materials for the Board Handbook.*

*(3) It was mentioned that a type of BID stakeholder block party would be interesting to hold.*

VII. Adjournment was at 9:40am

**HOLLYWOOD MEDIA DISTRICT BID**  
**Meeting of EXECUTIVE COMMITTEE**

Musicians Union – Hollywood, CA

Thursday, April 14, 2016 – 1pm

**MEETING MINUTES**

**Attending:** W. Anabel, L. Goldman, J. Luster, M. Malick (call in), L. Schechter, J. Singer

**Absent:** C. Cassella

**Guests:** R. Groeper, J. Omahen

I. Call to order

*President Goldman called the meeting to order at 1:05pm.*

II. Introductions and Public Comments

*None*

III. Approval of Executive Committee meeting minutes

***Feb. 11, 2016 Executive Committee meeting.***

***Mar. 10, 2016 Executive Committee meeting***

***On a Motion by Luster, seconded by Singer, the Executive Committee voted to approve the minutes for the past two meetings. Anabel abstained from voting due to his absence from Feb. 11 meeting.***

IV. Updates

A. State of California monies owed to HMD, 2005-2013

*Schechter briefed the Committee of her efforts and progress, and Goldman advised as to moving forward with process.*

B. Possible HMD name change

*Goldman recommended forming a separate and new ad-hoc committee to take this matter up for consideration.*

C. Absences

*It was mentioned that the current HMD Bylaws states that a Member of the Board of Directors missing 3 consecutive Board meetings with prior notification shall be considered no longer on the Board of Directors and the seat is open. Goldman told the Committee she will follow up with this issue.*

- D. Arts Committee, Chair Martha Demson  
*Goldman said Demson is interested in chairing a new Arts Committee.*
- E. Finance Committee, J. Luster  
*It was mentioned that the Board will need to discuss and decide to increase/not increase annual property assessments for 2017 at the next Board meeting.*
- F. Ad-Hoc Bylaws, Chair W. Anabel  
*Anabel said this matter is being worked on and that he will send a red-line version of the current Bylaws to the Ad-Hoc Bylaws Committee. He added that Schechter will be working with him to schedule meetings, and the goal is to have a final draft of new HMD Bylaws for the May Board meeting.*
- G. PLUM Committee, L. Goldman  
*Goldman reported the Committee was given a presentation about concepts of specific plans, and the Committee began discussions regarding the development of a Specific Plan for the Media District BID.*
- H. Clean Committee  
*Schechter reported that Sharyn Romano had prepared a report and a list of items and costs for the Clean Committee's considerations.*
- I. Safe Committee  
*Goldman said following this meeting there is another meeting scheduled with UPS to discuss various issues, problems and deployment.*
- J. Nominations Committee, L. Goldman  
*Goldman told the Executive Committee that Nominations Committee Chair David Bass told her that he and his committee would be creating a list of potential candidates for future nominations to the Board.*
- K. Ad-Hoc Website Committee  
*Singer said Schechter completed an RFP for a new website design, and Schechter said she has already sent this out to eight different firms. Schechter mentioned that the RFP states responses are due by May 16<sup>th</sup>, and she added that at the June Board meeting we may be able to have a presentation regarding a new proposed website design.*

V. April Board Meeting Agenda

*It was again mentioned that the Board will need to discuss and decide to increase/not increase annual property assessments for 2017 at the April Board meeting. Also it was mentioned that the BID does not have any way of tracking individual assessments as to whether we have received them or not.*

VI. New Business

*Goldman told the Committee that the LABT Annual Gala is scheduled for the evening of June 23<sup>rd</sup>. Schechter asked the Committee if the BID was intending to buy a table at the event. Goldman said the BID would make a \$1500 donation to LABT.*

VII. Adjournment was at 2:05pm

**HOLLYWOOD MEDIA DISTRICT BID**  
**Meeting of EXECUTIVE COMMITTEE**

Musicians Union – Hollywood, CA

Thursday, May 12, 2016 – 8:30am

**MEETING MINUTES**

**Attending:** W. Anabel, C. Cassella, L. Goldman, J. Luster

**Absent:** M. Malick, JL. Singer

**Guests:** J. Omahen, L. Schechter

I. Call to order

*President Goldman called the meeting to order at 8:40am.*

II. Introductions and Public Comments

*None*

III. Approval of Executive Committee meeting minutes

***April 14, 2016 Executive Committee meeting.***

***On a Motion by Luster, seconded by Cassella, the Executive Committee voted to approve the minutes.***

IV. Updates

A. State of California monies owed to HMD, 2005-2013

*Schechter reported that all documents and paperwork has been submitted to the State's EED and the DMV divisions. Goldman requested staff to draft a letter to the Mayor regarding the City Clerks Office 10+ year erroneous billing of the State of California property assessment by billing Caltrans..*

B. Possible HMD name change

*Committee discussed and asked staff to investigate costs and other details of a possible name change. The Committee agreed that a name change is a very significant step and should not be pursued something done without much consideration.*

C. Absences

*Goldman reported she has reached out but has had no response from Boardmembers Massachi and Hart, regarding their three consecutive and unexcused absences from Board meetings. **On a Motion by Luster, seconded by Anabel, the Executive Committee voted unanimously to***

***recommend removing James Hart and Jacques Massachi from the BID's Board of Directors.*** Goldman stated that she will email both Hart and Massachi and advise them of their status.

- D. Arts Committee, Chair Martha Demson  
*Schechter said she will be in touch with Demson regarding the new Arts Committee.*
- E. Finance Committee, J. Luster  
*Luster reported that all is good with budget and finances.*
- F. Ad-Hoc Bylaws, Chair W. Anabel  
*This item was deferred to the Ad-Hoc Bylaws Committee that immediately follows this meeting.*
- G. PLUM Committee, L. Goldman  
*Goldman reported the Committee was given a presentation by representatives of the LGBT Center and their architects. The project is in the early stages of development and there will be more details and specifics to come. Goldman also reported that she created a Specific Plan working group which will include herself, Bass, and Cassella. Goldman also reported that the DEIR for the Onni Group's project will be released this week.*
- H. Clean Committee  
*Schechter reported that LABT has removed the metal donut top rings from all BID trash receptacles, and the receptacles have all been pressure washed. Schechter mentioned that the City has up out several of their trash receptacles along Lillian Way and hopefully the motorhomeless individuals along Lillian Way will be using these. She also mentioned that tree issues are being addressed with Romano.*
- I. Safe Committee, C. Cassella  
*Cassella reported that there has been no follow up back from UPS regarding a meeting to discuss issues of concern. Goldman mentioned that the proposal UPS had given the BID was not what was requested, and she will follow up regarding this matter.*
- J. Nominations Committee, L. Goldman  
*There was no May Nominating Committee meeting; however the Committee will need to consider 2 pending vacancies on the Board.*
- K. Ad-Hoc Website Committee, JL Singer  
*Schechter reported that the RFPs that she had sent out are all due back no later than Monday, May 17th, and she and Singer will be reviewing received proposals.*

V. April Board Meeting Agenda

*Luster mentioned that the property located on the NE corner of Santa Monica Blvd. and Seward St. will become an animal care and services business, and he suggested asking a representative of the new business to give a presentation to either the PLUM Committee or to the Board.*



*Schechter asked Luster to send her a contact for this new business so as to arranging a presentation.*

VI. New Business

*Goldman reported told the Committee that a Board retreat cannot be held outside LA County. She suggested a retreat idea of day long meeting with dinner and theatre performance to follow; she will investigate W Hotel and Pantages possibilities. Schechter mentioned that she has investigated doing a progressive BID restaurant tour.*

VII. Adjournment

There being no further business before the Executive Committee Goldman adjourned the meeting at 9:30 am.

**HOLLYWOOD MEDIA DISTRICT BID**  
**Meeting of EXECUTIVE COMMITTEE**

Musicians Union – Hollywood, CA

Thursday, June 9, 2016 – 8:30am

**MEETING MINUTES**

**Attending:** W. Anabel, C. Cassella, L. Goldman, J. Luster

**Absent:** M. Malick, J.L. Singer

**Guests:** J. Briggs, J. Omahen, L. Schechter

I. Call to order

*President Goldman called the meeting to order at 8:30am.*

II. Introductions and Public Comments

*None*

III. Approval of Executive Committee meeting minutes

***May 12, 2016 Executive Committee meeting.***

*It was mentioned that in section IV. Update, B., last sentence should read, "The Committee all agreed that a name change is a very significant step and should not be pursued nor done without extensive thought and considerations." Also, in section IV. Update, H., third line, remove the word "up" and replace with the word "put." **On a Motion by Cassella, seconded by Luster, the Executive Committee voted to approve the minutes with corrections.***

IV. CLOSED SESSION

*The Executive Committee recessed into Closed Session pursuant to Government Code Section 54956(9)(d)(1), in order to confer with legal counsel regarding potential litigation.*

V. Updates

A. State of California monies owed to HMD, 2005-2013

*Schechter reported that owed assessments of approximately \$74K from the State's DMV division will be forthcoming and within the next 30 days.*

B. Arts Committee

*Goldman reported that there was no Arts Committee meeting. She also suggested that a Brown Act 101 type of session be given to the Chairs of BID Committees as well as all Members of the Board of Directors.*

- C. Finance Committee, J. Luster  
*Luster said he will be out of town on date of the upcoming Board meeting.*
- D. Ad-Hoc Bylaws, Chair W. Anabel  
*Schechter said she has followed up with Bass regarding the draft of new BID Bylaws.*
- E. PLUM Committee, L. Goldman  
*Goldman reported the Committee was given a presentation by the new owner of the 76 Station located on the northeast corner of Highland Ave. / Melrose Ave. Goldman said the new owner is proposing a new mixed-use building at the location, and there are issues concerning the current location of the BID's Gateway Media District sign and two large planters. Also Goldman reported a presentation was given by representatives from Paramount Pictures regarding their proposed Master Plan, and the Committee's recommendation to support.*
- F. Clean Committee  
*Schechter reported that the Committee had met and all matters are being addressed and progressing well.*
- G. Safe Committee, C. Cassella  
*Cassella reported that UPS has given the BID a revised proposal for deployment and possible increase in pay schedule, and at the next Committee meeting this will be discussed.*
- H. Nominations Committee, L. Goldman  
*Goldman reported the Committee will need to consider candidates for the one vacancy on the Board.*
- I. Ad-Hoc Website Committee, JL Singer  
*Schechter reported that the closing date to receive RFPs was May 26<sup>th</sup>, and she and Singer will be reviewing proposals.*

#### VI. June Board Meeting Agenda

*Cassella mentioned that she will be out of town for June 23<sup>rd</sup> Board meeting and can phone in.*

#### VII. New Business

*Goldman recommended that perhaps the July 28<sup>th</sup> Board of Directors meeting could be cancelled due to a number of Members that will be absent. Goldman mentioned that the BID's annual stakeholders meeting is coming up soon and that information about it should be included in the HMD Summer newsletter. Goldman mentioned that more meeting locations that are compliant with Brown Act are need for some of the BID meetings.*

#### VIII. Adjournment

There being no further business before the Executive Committee  
Goldman adjourned the meeting at 9:45am.

**HOLLYWOOD MEDIA DISTRICT BID**  
**Meeting of the EXECUTIVE COMMITTEE**  
LGBT Center, 1220 N. Highland Ave., Hollywood, CA  
Thursday, Sept. 8, 2016 – 9:30am

**MEETING MINUTES**

**Attending:** C. Cassella, L. Goldman, J. Luster, JL. Singer

**Absent:** W. Anabel, M. Malick

**Guests:** R. Groeper, J. Omahen, L. Schechter

- I. Call to order  
*President Goldman called the meeting to order at 9:40am*
- II. Public Comments for items not on the Agenda  
*None*
- III. Approval of Executive Committee meeting minutes  
***June 9, 2016 Executive Committee meeting.***  
***On a Motion by Luster, seconded by Cassella, the Executive Committee voted unanimously to approve the minutes.***
- IV. Finance Committee Update
  - a. *Treasurer Luster handed out copies of the proposed draft BID budget for 2017 to the Executive Committee. Goldman explained that there has been a great deal of thoughtful work put into preparing the proposed 2017 Budget. **On a Motion by Cassella, seconded by Singer, the Executive Committee voted unanimously to approve the draft 2017 Budget as presented.***
  - b. Executive Director Annual Review  
*Goldman said she will meet with Schechter regarding this matter before the end of September.*
- V. Board Policies, Rosenberg's Rules of Order, Brown Act 101 (Motion)
  - a. *Goldman distributed copies of proposed Code of Conduct, Code of Civility, and Code of Ethics to the Committee members, and she said these are what she recommends for the HMD Board and Committees. **On a Motion by Luster, seconded by Singer, the Executive Committee voted unanimously to approve and recommend the three Codes (Code of Conduct, Code of Civility, and Code of Ethics) as presented.***

- b. *Goldman distributed copies of Policies regarding Whistle Blowers and two versions of Document Retention Policy to the Committee members, and she said these are what she recommends for the HMD. **On a Motion by Luster, seconded by Cassella, the Executive Committee voted unanimously to approve and recommend the Whistle Blowers Policy and the two versions of Retention Policy as presented.***
- c. *Goldman distributed copies of Roberts Rules of Order and Rosenberg's Rules of Order to the Committee members. She said that she recommends Rosenberg's Rules of Order for the HMD. **On a Motion by Luster, seconded by Cassella, the Executive Committee voted unanimously to approve and recommend adopting Rosenberg's Rules of Order as presented.***
- d. *Goldman told the Committee that a Brown Act 101 session would need to be schedule so that all members of the Board can attend.*

VI. Community Updates

*Goldman told the Executive Committee that a joint meeting of the BID Safe and the BID PLUM Committees needs to be scheduled to address issues and concerns regarding the new proposed LGBT Center.*

VII. 2017 – New Board Meeting Location(s)

*It was mentioned by Goldman and Schechter that the Musicians Union Auditorium would continue to be the location for Board meetings and the Nominating/Board Development Committee meetings held on the 4<sup>th</sup> Thursdays of the month through 2017 as Musicians Union is not moving to Burbank as planned.*

VIII. Planning for Stakeholders Annual Meeting (Thur., Sept. 22<sup>nd</sup>)

*Schechter mentioned that all is going well in planning for the Annual Stakeholders meeting and event that will be held on the rooftop of Line 204 on Seward St.*

IX. Planning for December Board meeting and Holiday Party – date?

*By consensus the members of the Executive Committee agreed on Thursday, Dec. 15<sup>th</sup>, starting at 4pm for the December Board of Directors meeting and followed by their annual holiday dinner. Goldman added that a final slate of nominees would be presented for final approval by the Board at this December Board meeting.*

X. New Business

*Singer asked about how to go about getting approval and doing painting of the large upright utility boxes on sidewalks. Schechter said she would investigate and let Singer know.*

XI. Adjournment

*Next Executive Committee Meeting, 9:30am, Thur., Oct. 13, 2016, LGBT Center  
Goldman adjourned the meeting at 10:30am.*

*Submitted by HMD Secretary, Carol Cassella  
Prepared by HMD Operations Manager, Jim Omahen*

**HOLLYWOOD MEDIA DISTRICT BID**  
**SPECIAL Meeting of the EXECUTIVE COMMITTEE**

LGBT Center, 1220 N. Highland Ave., Hollywood, CA

Thursday, Sept. 8, 2016 – 9:30am

**SPECIAL MEETING MINUTES**

**Attending:** C. Cassella, L. Goldman, J. Luster, JL. Singer

**Absent:** W. Anabel, M. Malick

**Guests:** R. Groeper, J. Omahen, L. Schechter

I. Call to order

*President Goldman called the meeting to order at 9:43am*

II. Public Comments for items not on the Agenda

*None*

III. Finance Committee Updates

*Treasurer Luster presented his Finance Committee meeting report. The Committee recommends increasing the Streetscape Maintenance by \$50,000 and increasing administration by \$10,000. The Committee recommends moving these amounts around in the current 2016 BID Budget.*

***On a Motion by Goldman, seconded by Cassella, the Executive Committee voted unanimously to approve and increase the BID's Streetscape Maintenance Services annual 2016 Budget by \$50K.***

***On a Motion by Goldman, seconded by Cassella, the Executive Committee voted unanimously to approve and increase the BID's Administration annual 2016 Budget by \$10K.***

IV. Adjournment

*Goldman adjourned the meeting at 9:47am.*

*Submitted by HMD Secretary, Carol Cassella*

*Prepared by HMD Operations Manager, Jim Omahen*

**HOLLYWOOD MEDIA DISTRICT BID**  
**Meeting of the EXECUTIVE COMMITTEE**  
LGBT Center, 1220 N. Highland Ave., Hollywood, CA  
Thursday, October 20<sup>th</sup>, 2016 – 9:30am

**MEETING MINUTES**

**Attending:** C. Cassella, L. Goldman, J. Luster, W. Anabel

**Absent:** M. Malick, JL Singer

**Guests:** R. Groeper, J. Omahen, L. Schechter

- I. Call to order  
*President Goldman called the meeting to order at 9:40am*
- II. Public Comments for items not on the Agenda  
*None*
- III. Approval of Executive Committee meeting minutes
  - a. ***June 9, 2016 Executive Committee meeting.***  
***On a Motion by Luster, seconded by Anabel, the Executive Committee voted unanimously to approve the minutes.***
  - b. ***August 12<sup>th</sup>, 2016 Meeting, no quorum***  
***September 8<sup>th</sup>, 2016 Special Executive Committee meeting.***
  - c. ***On a Motion by Luster, seconded by Anabel, the Executive Committee voted unanimously to approve the minutes.***
- IV. Finance Committee Update
  - a. Security Vehicle - Recommendation from Safe Committee to purchase a new security vehicle Honda CR-V up to \$33,000. *Recommendation from Finance Committee to purchase a new security vehicle Honda CR-V up to \$35,000.* ***On a Motion by Goldman, seconded by Cassella, the Executive Committee voted unanimously to increase the purchase amount up to \$35,000 to cover ancillary costs (such as light bar, radio, spot light, car wrap, etc).***
  - b. LAPD SLO donation – Recommendation from the Finance Committee to approve a request from our Senior Lead Officer Guerra to support his Fallen Officer ride in the amount of \$400.00. ***On a Motion by Goldman, seconded by Cassella/Anabel the Committee voted unanimously to approve the donation to SLO Guerra in the amount of \$400.00.***



- c. Financial update – Goldman provides a thumbnail sketch of the finances through the end of the year (estimated):

Current Bank Balance	\$633,000
O/Standing Service Obligations	<\$345,943>
Subtotal	\$287,057
Assessments thru 12/31/2016	\$ 61,000
Subtotal	\$348,057
Reallocation - Projects	
Medallions	<\$ 71,000>
Security Vehicle	<\$ 35,000>
Security Cameras	<\$ 8,800>
Rollover for Jan/Feb Expense 2017	<\$120,000>
Highland Medians	<\$ 70,000>
<b>Roll Over Balance 2017</b>	<b>\$ 43,257</b>

**Goldman will bring a motion to the Board to approve reallocations/allocations for the remainder of 2016**

- d. 2017 Annual Planning Report

The 2017 Annual Planning Report was revised and approved at the Finance Committee to include findings on the reasons for the 2017 roll over balance. Staff will make the requested Finance Committee changes and the 2017 Planning Report will be presented to the Board for approval at the October 27, 2016 meeting.

V. October 27<sup>th</sup> Board Agenda Review

Goldman asked the Executive Committee if there were any topics that they were interested in placing on October 27<sup>th</sup> agenda. Executive Committee members indicated none.

VI. Holiday Party Update

Goldman informed the Executive Committee that the date and location for the Holiday Party has been scheduled for Thursday December 15<sup>th</sup> at Rao's Hollywood directly after the December Board Meeting. Further Goldman mentioned to the Committee to make sure they R.S.V.P. timely once they receive the invitation so that staff can provide a headcount to the restaurant.

VII. Community Update

Goldman stated that the LGBT Center's new Hollywood Campus project was unanimously approved on October 14<sup>th</sup> by the Los Angeles City Planning Commission. Further, there was no condition placed on the

proposed project with regards to security. Reminded Executive Committee members that will be a Joint Committee meeting with PLUM/Safe on Thursday November 3<sup>rd</sup> at 3pm at the Musician Union to discuss the project.

VIII. Resolution to dissolve Ad Hoc Bylaws Committee

Goldman informed the Executive Committee that the work on the Ad Hoc Bylaws Committee has been completed. ***On a Motion by Cassella, seconded by Anabel the Committee voted unanimously to approve the Resolution to dissolve the Ad Hoc Bylaws Committee.***

IX. New Business

- a. Cassella asked about re-establishing an Advocacy Committee to make donations to local nonprofit organizations. Goldman stated that these responsibilities established through the Executive Committee. Goldman further indicated that she had a sample application that the BID could use for community funding requests – similar to the one that the Hollywood Chamber Foundation provides.
- b. Goldman mentioned that Jeff Briggs, Esq. will be attending the Board Meeting on October 27<sup>th</sup> to review matters in Closed Session.
- c. Goldman provided the process of the new election procedures for the Executive Committee and stated that she would circulate the nominating process of the new bylaws to the Executive Committee members.

X. Adjournment

Being no further business before the Executive Committee, Goldman adjourned the meeting at 10:20am.

*Next Executive Committee Meetings:*

*Thursday November 10<sup>th</sup>, 9:30am - LGBT Center*

*Thursday December 8<sup>th</sup>, 9:30am – LGBT Center*

*Submitted by HMD Secretary, Carol Cassella*

*Prepared by HMD Executive Director, Lisa Schechter*

**HOLLYWOOD MEDIA DISTRICT BID  
MEETING OF THE FINANCE COMMITTEE**

Musicians Union, 817 N. Vine St., Hollywood CA 90038  
Thursday, March 10, 2016 – 8:30am

**MEETING MINUTES**

**Attending:** L. Goldman, J. Luster, JL Singer

**Absent:** none

**Guests:** W. Anabel, R. Groeper, J. Omahen, L. Schechter

- I. Call to order  
*Chair J. Luster called meeting to order at 8:27am.*
- II. Introductions and Public Comments  
*none*
- III. Sate of CA back due assessments  
*L. Goldman told the Committee that 70% of BIDs in the State have gone through the process of an appeal for and have received their back due assessments. Gold said she would be sending a memo to L. Schechter regarding the HMD back due assessments and a template letter that she can use.*
- IV. Universal Protection Services (UPS)  
*It was mentioned that the Media District needs to review its UPS contract and possibly do an RFP regarding the BID's security services.*
- V. **Closed Session**  
*The Finance Committee adjourned public meeting to meet in Closed Session pursuant to Section 54957 (b)(1) to discuss personnel/human resources matters.*
- VI. Adjournment was at 8:50am

**HOLLYWOOD MEDIA DISTRICT BID**  
**SPECIAL Meeting of the FINANCE COMMITTEE**

LGBT Center, 1220 N. Highland Ave., Hollywood CA

Friday, August 12, 2016 – 8:45am

**SPECIAL MEETING MINUTES**

**Attending:** L. Goldman, JL Singer  
**Absent:** J. Luster  
**Guests:** W. Anabel, J. Omahen, L. Schechter

- I. Call to order  
*Acting Chair Goldman called meeting to order at 8:50am*
- II. Introductions and Public Comments  
*none*
- III. Approval of meeting minutes  
*Thursday, March 10, 2016, Finance Committee meeting*  
***On a Motion by Goldman, seconded by Singer, the Committee voted unanimously to approve the minutes of March 10th meeting.***
- IV. 2017 Budget  
*Goldman asked Schechter to review the proposed 2017 Budget and distribute to the Committee in advance of the next Finance Committee meeting.. Goldman noted that the purchase of a new security vehicle will need to be reviewed and approved by the Finance Committee before being presented with a recommendation to the full Board of Directors.*
- V. Executive Director Annual Review  
*Goldman noted that this issue will be discussed at the next Finance Committee meeting and their recommendation will be presented to the full Board of Directors.*
- VI. New Business  
*Schechter reported that outstanding assessment money from CA State EDD is being processed and soon will be forthcoming.*  
*Schechter reported that the issue of getting a traffic signal and signaled crosswalk on Santa Monica Blvd. at Seward St. will need the BID's advocacy.*
- VII. Adjournment was at 9:25am  
*Next Finance Committee meeting, Thursday, Sept. 8, 2016*

*Prepared by HMD Operations Manager, Jim Omahen*

**HOLLYWOOD MEDIA DISTRICT BID**  
**Meeting of the FINANCE COMMITTEE**  
LGBT Center, 1220 N. Highland Ave., Hollywood CA  
Thursday, September 8, 2016 – 9am

**MEETING MINUTES**

**Attending:** L. Goldman, J. Luster  
**Absent:** JL Singer  
**Guests:** J. Omahen, L. Schechter

- I. Call to order  
*Chair Luster called meeting to order at 8:50am*
- II. Public Comments for items not on the Agenda  
*none*
- III. Approval of meeting minutes  
*Friday, August 12, 2016, Finance Committee meeting*  
***On a Motion by Goldman, seconded by Luster, the Committee voted unanimously to approve the minutes of August 12th meeting.***
- IV. Draft 2017 Budget  
*Goldman mentioned the proposed 2017 Budget is included with the agendas. **On a Motion by Goldman, seconded by Luster, the Committee voted unanimously to approve and recommend the draft HMD 2017 Budget as presented.***
- V. Purchase of new Security Vehicle  
*This Agenda Item was deferred until more information has been provided.*
- VI. Executive Director Annual Review  
*Goldman said she will meet with Schechter to discuss this matter before the end of the month.*
- VII. New Business  
*none*
- VIII. Adjournment was at 9:30am  
*Next regularly scheduled Finance Committee meeting, Thursday, Oct. 13, 2016*

*Submitted by HMD Secretary, Carol Cassella*  
*Prepared by HMD Operations Manager, Jim Omahen*

**HOLLYWOOD MEDIA DISTRICT BID**  
**SPECIAL Meeting of the FINANCE COMMITTEE**

LGBT Center, 1220 N. Highland Ave., Hollywood CA

Thursday, September 8, 2016 – 8:45am

**SPECIAL MEETING MINUTES**

**Attending:** L. Goldman, J. Luster

**Absent:** JL Singer

**Guests:** J. Omahen, L. Schechter

- I. Call to order  
*Chair Luster called meeting to order at 8:45am*
- II. Public Comments for items not on the Agenda  
*None*
- III. Increase Clean and Green 2016 Budget  
*The Committee recommends increasing the Streetscape Maintenance 2016 Budget by \$50,000.*  
***On a Motion by Goldman, seconded by Luster, the Finance Committee voted unanimously to approve and increase the BID's Streetscape Maintenance Services annual 2016 Budget by \$50,000.***
- IV. Increase Administration 2016 Budget  
*The Committee recommends increasing the Administration 2016 Budget by \$10,000.*  
***On a Motion by Goldman, seconded by Luster, the Finance Committee voted unanimously to approve and increase the BID's Administration annual 2016 Budget by \$10,000.***
- V. New Business  
*none*
- VI. Adjournment was at 8:50am  
*Next regularly scheduled Finance Committee meeting, Thursday, Oct. 13, 2016*

*Submitted by HMD Secretary, Carol Cassella*

*Prepared by HMD Operations Manager, Jim Omahen*

**HOLLYWOOD MEDIA DISTRICT BID**  
**Meeting of the FINANCE COMMITTEE**  
LGBT Center, 1220 N. Highland Ave., Hollywood CA  
Thursday, October 20<sup>th</sup> – 8:45am

**MEETING MINUTES**

**Attending:** L. Goldman, J. Luster

**Absent:** JL Singer

**Guests:** J. Omahen, L. Schechter

- I. Call to order  
*Chair Luster called meeting to order at 8:50am*
- II. Public Comments for items not on the Agenda - *none*
- III. Approval of meeting minutes  
*Thursday, September 8<sup>th</sup>, 2016, Special Finance Committee meeting*  
***On a Motion by Goldman, seconded by Luster, the Committee voted to approve the minutes.***
- IV. Staff Report on financials
  - i) Estimate on total of remaining bills for the year. *Staff provided the figure of \$345,943 in anticipated expenditures for the end of the year.*
  - ii) Bank balances and any additional monies to be received from City.  
*Staff received the estimate of remaining disbursement from the City Clerk of \$61,000.*
  - iii) 2017 Annual Planning Report. *Schechter presented the draft narrative 2017 Annual Planning Report to the Finance Committee for their review and approval.*  
***On a Motion by Goldman, seconded by Luster the Finance Committee voted to approve the planning report with instructions to Schechter to add "findings" in the Summary section of the 2017 Operating Budget.***

***On a Motion by Goldman, seconded by Luster the Finance Committee approved the following reallocation/allocations for the remainder of the year 2016:***

Current Bank Balance	\$633,000
Anticipated Expenditures	<\$345,943>
Subtotal	\$287,057
Assessments thru 12/31/2016	\$ 61,000
Subtotal	\$348,057
Reallocation - Projects	
Medallions	<\$ 71,000>
Security Vehicle	<\$ 35,000>
Security Cameras	<\$ 8,800>

Rollover for Jan/Feb Expense 2017	<\$120,000>
Highland Medians	<\$ 70,000>
<b>Roll Over Balance 2017</b>	<b>\$ 43,257</b>

- V. Security Vehicle  
Recommendation from Safe Committee to purchase a new security vehicle, Honda CR-V up to \$33,000. ***On a Motion by Goldman, seconded by Luster, voted to approve the purchase of the new security vehicle, up to \$35,000***
- VI. LAPD SLO Donation  
There has been a request from our Senior Lead Officer Guerra to support his Fallen Officer ride in the amount of \$400. ***On a Motion by Goldman, seconded by Luster, to approve the donation to MS Society on behalf of SLO Guerra in the amount of \$400.00.***
- VII. New Business - *none*
- VIII. Adjournment  
Being no further business before the Finance Committee, Chair Luster adjourned the meeting at 9:30am

*Next Finance Committee Meetings:*  
*Thursday November 10<sup>th</sup>, 8:45am - LGBT Center*  
*Thursday December 8<sup>th</sup>, 8:45am - LGBT Center*

Submitted by HMD Secretary, Carol Cassella  
Prepared by HMD Executive Director, Lisa Schechter